

ASSIGNMENT 6

Textbook Assignment: "Afloat Accounting and Reporting"- continued, chapter 10, pages 10-2 through 10-39 and "Automated Supply," chapter 11, pages 11-1 through 11-7.

Learning Objectives: Specify the actions to be taken by the accounting Storekeeper in maintaining OPTAR records and files; recognize the effects of those actions (continued from assignment 5).

6-1. What record is maintained by each ship to record the value of request documents that are chargeable against the type commander's operating budget?

1. OPTAR Document Transmittal Report, NAVCOMPT Form 2156
2. BUDGET/OPTAR Report, NAVCOMPT Form 2157
3. Requisition/OPTAR Log, NAVCOMPT Form 2155
4. Single-Line Item Consumption/Management Document, NAVSUP Form 1250-1

6-2. Maintenance of the Requisition/OPTAR Log for FY 1996 is discontinued after what specific date?

1. 30 JUN 1996
2. 31 MAR 1997
3. 30 JUN 1998
4. 31 DEC 1999

6-3. What form is prepared as the unfilled order document for all transactions that result in a charge to the OPTAR?

1. NAVSUP Form 44
2. STD Form 44
3. DD Form 1348
4. NAVCOMPT Form 2155

6-4. At what point do unfilled orders become filled orders?

1. When the material is issued by the supply activity
2. When the material is received aboard ship
3. When receipt documents are matched with the material outstanding file
4. When matched with expenditure documents by the Defense Accounting Office

Learning Objectives: Specify the actions to be taken by the accounting Storekeeper in maintaining OPTAR records and files; recognize the effects of these actions.

6-5. How many line entries must be made when you are posting a SERVMART pickup to the Requisition/OPTAR Log?

1. One entry for each fund code charged
2. One entry for each item obtained
3. One entry for DTO and one for stock replenishment
4. One entry for each department requesting material

6-6. Where on the Budget/OPTAR Report do you enter the net total obligations for the month?

1. Part I
2. Part II, Caption A
3. Part II, Caption D
4. Part III

6-7. If your type commander directs that certain additional information be included in the current fiscal year's Budget/OPTAR Report message, where should this information appear on the report?

1. Subparagraph F of paragraph 1
2. Subparagraph F of paragraph 2
3. Subparagraph G of paragraph 1
4. Subparagraph G of paragraph 2

6-8. The Budget/OPTAR Report message reports on the prior year's OPTAR during what months?

1. March through August
2. July through December
3. October through December
4. October through March

6-9. When the first prior year's OPTAR is reported upon, what data will be included?

1. Obligation, transmittal, grants FYTD, and SFOEDL processed data
2. Obligation, transmittal only
3. Obligation, transmittal, and grants FYTD only
4. Obligation, transmittal, and SFOEDL processed only

Learning Objectives: Identify the various Defense Accounting Office listings, and recognize the actions required to process them.

IN ANSWERING QUESTIONS 6-13 THROUGH 6-16.
SELECT FROM FIGURE 7A THE ABBREVIATION THAT SHOULD BE USED FOR THE DEFINITION LISTED AS THE QUESTION.

- 6-10. Upon receipt of a Summary Filled Order/Expenditure Difference Listing(SFOEDL), the OPTAR recordskeeper should first posts which of the following entries?
1. Adjusted net difference totals shown at the end of the listing to the OPTAR Log
 2. Unadjusted net difference totals shown at the end of the listing
 3. Adjusted "CR" net differences totals shown at the end of the listing to the OPTAR Log only
 4. Unadjusted "CR" net difference totals shown at the end of the listing to the OPTAR Log only
- 6-11. Amounts annotated "CR" in the difference column of the SFOEDL are used for which of the following purposes?
1. To reduce the OPTAR balance
 2. To increase the OPTAR balance
 3. To cancel out a previous OPTAR
 4. To indicate that the item has changed from APA to NSA material
- 6-12. If the shipboard investigation proves that an entry in OPTAR recordskeeper annotates the listing in the manner described by which of the following publications?
1. NAVSO P-3070
 2. NAVSO P-3073
 3. NAVSUP P-485
 4. NAVSO P-3013

- A. PART ORD ESTAB
- B. AD CANC
- C. NO UNF ORDER
- D. UNMATCH EXP

NOTE: These abbreviations appear in the "remarks" column of the SFOEDL.

Figure 7A.-Abbreviations

- 6-13. An expenditure being charged to your OPTAR during the DAO's second attempt to fund a corresponding unfilled order.
1. A
 2. B
 3. C
 4. D
- 6-14. A difference that results from a credit expenditure document.
1. A
 2. B
 3. C
 4. D
- 6-15. A difference that results from DAO administrative cancellation.
1. A
 2. B
 3. C
 4. D
- 6-16. A difference that coincides with the establishment of a partial order.
1. A
 2. B
 3. C
 4. D
- 6-17. The information furnished in the SFOEDL provides your ship an opportunity to examine transactions in light of information held aboard ship but not held by which of the following activities or individuals?
1. Supply officer
 2. Defense accounting office
 3. Fleet commander
 4. Type commander
- 6-18. What publication(s) list(s) the codes to be used in annotating itemized transactions on the SFOEDL?
1. NAVSUP P-485
 2. NAVSO P-3013 only
 3. NAVSO P-3073 only
 4. NAVSO P-3013 and P-3073

- 6-19. To complete a "Code A" annotation in the "remarks" column of the SFOEDL, the OPTAR recordskeeper should make which of the following entries?
1. UIC of the supplying activity, quantity received, and the total receipt price only
 2. UIC of the supplying activity, quantity received, total receipt price, and Julian date of onboard receipt
 3. UIC of your ship, quantity received, total receipt price only
 4. UIC of your ship, quantity received, total receipt price, and Julian date of onboard receipt
- 6-20. The posting of the difference totals to the OPTAR Log and the processing of the transactions on the SFOEDL must be completed within at least how many days after receipt?
1. 5 days
 2. 10 days
 3. 15 days
 4. 20 days
- 6-21. The unmatched expenditures that have a value less than "threshold" are itemized on what kind of listing?
1. Unmatched Expenditure Listing
 2. Unmatched Expenditure less than Threshold Listing
 3. SFOEDL
 4. Addendum to the SFOEDL
- 6-22. The Aged Untitled Order Listing(AUOL) is sent to your ship by the DAO how Often?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 6-23. As the OPTAR recordskeeper, what should be your first step in processing an AUOL?
1. Determine the completion status of the requisition related to the filled orders
 2. Compute the date of the thirtieth (30) day preceding the listing's "Processed" date
 3. Compute the date of the sixtieth (60) day after the listing's "Processed" date
 4. Determine the completion status on the requisition related to the unfilled orders

- 6-24. After computing the date of the sixtieth (60) day preceding the AUOL "processed" date and checking the "Date MAT'L RECD" column of the corresponding OPTAR Log entries, the OPTAR recordskeeper should divide the unfilled orders into how many categories?
1. One
 2. Two
 3. Three
 4. Four
- 6-25. On what list should the OPTAR recordskeeper record an "AD CANC" that is listed on the AUOL?
1. Confirmed Cancellations List
 2. Unmatched Expenditure List
 3. SFOEDL
 4. SAUOL
- 6-26. Within how many days after being received on board should the AUOL be processed?
1. 10 days
 2. 20 days
 3. 30 days
 4. 60 days

Learning Objective: Specify the use of various summaries covering material transfers, reporting procedures, and the effect of material transfers on OPTAR balance.

- 6-27. If you transfer material to another ship on 12 OCT, when should the summary be submitted?
1. By 5 NOV
 2. By 12 NOV
 3. On 31 DEC
 4. On 20 OCT
- 6-28. Each summary must be submitted with a copy of the invoice, DD Form 1348, DD Form 1348-1, DD Form 1149 or which of the following other items?
1. Detailed handwritten listing
 2. Detailed automated listing
 3. Grouped and taped by operating budget
 4. Grouped and taped by UIC and fund code relating to the expense account

6-29. A transfer of 1H Cog material from a Pacific Fleet ship to an Atlantic Fleet ship is reported on which of the following summaries!

1. A
2. B
3. C
4. D

6-30. Which summary is used to report a transfer of 9N COG material between ships under the same type commander?

1. A
2. B
3. C
4. D

6-31. Which summary is used to report transfers of chargeable aviation material to ship's use?

1. A
2. B
3. C
4. D

6-32. Aviation material and cost transfer summaries are designated as what type of summaries?

1. A and B
2. B and C
3. C and D
4. D and E

USE THE FOLLOWING INFORMATION WHEN ANSWERING QUESTIONS 6-33 THROUGH 6-26. DURING DEPLOYMENT, USS BROOKE FFG-43 UIC R04559 TRANSFERS 1H COG REPAIR PARTS TO USS SEMMES CG-52 UIC V05228.

6-33. Which ship is responsible for preparing the summary

1. USS BROOKE FFG-43
2. USS SEMMES CG-52

6-34. Which summary is used to report the transfer?

1. A
2. B
3. C
4. D

6-35. What effect, if any, will this transfer have on USS BROOKE's OPTAR balance?

1. Automatic increase
2. Automatic decrease
3. Increase when authorized by the TYCOM only
4. None

6-36. Under which of the following circumstances will there be an OPTAR adjustment for material transfers between ships under the same TYCOM?

1. When authorized by the transferring ship's commanding officer
2. When authorized by your type commander
3. When the value of the transfer exceeds \$1,000
4. When the value of the transfer exceeds \$2,500

Learning Objective; Recognize the terms used in data processing: specify the use of the punched card and 3-of-9 Bar Code in automated supply procedures.

6-37. An electronic accounting machine is a piece of equipment that has the capability to read input from which of the following items?

1. Punched cards
2. Magnetic tapes
3. A typewriter keyboard
4. A magnetic drum

6-38. An electronic data processing system is capable of all but which of the following operations?

1. Performing computations at fantastic speeds
2. Storing data for future use
3. Processing raw material into punched cards
4. Producing output in the form of listings

6-39. The step-by step instructions written for EAM operations are known by what term?

1. Programs
2. Procedures
3. Processes
4. Projections

6-40. An ADP program is coded instructions to which of the following people/items?

1. The operator only
2. All repair personnel only
3. The computer and repair personnel only
4. The operator and computer

6-41. What total number of columns are there on a standard punch card?

1. 50
2. 80
3. 100
4. 160

6-42. The top right-hand or left-hand corners are cut on a punched card for which of the following reasons?

1. To provide a visual means of identifying a type of card
2. To ensure that all cards are facing in the same direction
3. To ensure that every card is right side up
4. All of the above

6-43. Which of the following forms can be used to reproduce other cards for accounting, stock receipt, and requisition status file?

1. DD Form 1075
2. DD Form 1114
3. DD Form 1348
4. DD Form 1348-1

6-44. What total number of different characters can be represented by the "3-of-9" Bar Code?

1. 43
2. 44
3. 45
4. 46

6-45. Which of the following devices provide the most accurate computer-usable data?

1. Punched cards
2. Magnetic tapes
3. Scanners
4. Manual keys

6-46. Bar codes can be scanned to provide key data for which of the following applications?

1. Location survey only
2. Physical inventory only
3. Material receiving and location survey
4. Location survey, physical inventory, and material receiving

Learning Objective: Indicate the common types of data processing machines used in automated supply procedures and their use.

6-47. An ADP installation that is capable of accepting data and installations, executing instructions, and displaying results is usually known by what term?

1. System
2. Program
3. Procedure
4. Routine

6-48. The Shipboard Uniform Automatic Data Processing System (SUADPS) is presently in use or in process of installation aboard which of the following types of ships?

1. Carriers, repair ships, and destroyers
2. Tenders, repair ships, and submarines
3. Repair ships, tenders, and destroyers
4. Carriers, tenders, and AFS type ships

6-49. Input into the SUADPS is accomplished via which of the following media?

1. Punched cards only
2. Magnetic tapes only
3. Punched cards and magnetic tapes
4. Perforated tape

6-50. Besides the primary U-1500 computer components, there are other equipments necessary for the system to operate. What term is used when referring to this additional equipment?

1. Equipage
2. Subsystem
3. support
4. Auxiliary

Learning Objective: Select the correct procedures and methods used in inventory control, stock record update, and the financial records and reports required under automated supply procedures for stock-funded ships.

6-51. What record contains all pertinent data required for the effective management of an item?

1. Master Record File (MRF)
2. Cross-Reference File (CRT)
3. Requisition History File (RHF)
4. Financial Master File (FMF)

6-52. Which of the following files contains a record of all actions pertaining to each requisition from the date of establishment until completion?

1. Master Stock Record (MSR)
2. Outstanding Requisition File (ORF)
3. Cross-Reference File (CRT)
4. Requisition Record File (RON File)

6-53. What file contains frequency of demand and demand data for individual stock items?

1. Requisition History File (RHF)
2. Master Record File (MRF)
3. Year to Date Expenditure File (EXP)
4. Cross-Reference File (CRT)

6-54. Maintenance-related data collected for input into the 3-M Systems is contained in what file?

1. Maintenance-related transaction file
2. Maintenance data collection file
3. Maintenance system file
4. Transaction tape file

6-55. The data in the Master Record File (MRF) is kept current in which of the following ways?

1. The application of transaction during update processing
2. The application of change notice actions
3. Both 1 and 2 above
4. The application of additional information from the requisition record file

Learning Objective: Select the procedures and methods used in inventory control, stock record update, and the financial records and reports required under automated supply procedures for stock-funded ships.

6-56. The computer program allows a maximum of how many subrecords for each requisition?

1. 31
2. 32
3. 33
4. 34

6-57. The numbers file contains which of the following kinds of records?

1. New NSN to old NSN and vice versa
2. NSN to description and vice versa
3. Part number to description and vice versa
4. All of the above

6-58. What code(s) is/are used to make an inquiry into the NBR file?

1. (DI X90) NBR file inquiry only
2. (DI X82) NBR file inquiry only
3. Either (DI X90) or (DI X82) NBR file inquires
4. (X90) NBR file inquiry

6-59. The Maintenance-Related Transaction (MRT) in the MDC system is the same as the Transaction Tape (TRN) in the supply system.

1. True
2. False

6-60. What are some of the sources used for input into the MDC file?

1. Inputs via the TDA91 tape and maintenance-related documents
2. Input via DI X91 and maintenance-related documents
3. Supply data extracted from the transaction tape and maintenance-related documents
4. Maintenance-related issues, receipt, turn-ins, DTO requisitions, and cancellation status

6-61. Change notice actions that apply to the MRF also apply to the RQN file and become subrecords where applicable.

1. True
2. False

6-62. How often are stock number changes recorded in the numbers file?

1. At the time cross-reference data is updated
2. Whenever a change notice is processed
3. Monthly
4. Quarterly

6-63. How often are financial reports produced from the computer?

1. Weekly
2. Monthly
3. Quarterly
4. As required

6-64. Control over transactions that have NOT been completed is provided by what type of files?

1. Master record files
2. Requisition record files
3. Manual files
4. Numbers file

- 6-65. What transactions are included in the stock control history file?
1. All locally keypunched cards plus any system-generated cards
 2. All documents that are to be sent to data processing for keypunching
 3. All documents that have been used as a basis for keypunching cards to update files
 4. All computer-generated or manually keypunched documents
- 6-66. The update file is maintained by which of the following individuals or organizational elements?
1. Stock control division
 2. System coordinator
 3. Supply support center
 4. Receipt control division
- 6-67. The maintenance of the data processing history tile is based upon which of the following documents or media?
1. Keypunched documents only
 2. Magnetic tape only
 3. Either magnetic tape or keypunched documents
 4. EAM/ADP listings
- 6-68. The requests for data processing service files are maintained by which of the following individuals or divisions?
1. Stock control
 2. Receipt control
 3. supply support
 4. System coordinator
- 6-69. What is/are the purpose(s) for retaining copies of SERVSMART and bearer pickup requisitions in the bearer suspense file?
1. To enable the stock control division to monitor the return of receipt document
 2. To enable the system coordinator to monitor the return of receipt documents
 3. To enable the stock control division to monitor the local use of SERVSMART and bearer pickup requisitions
 4. All of the above
- 6-70. If no differences exist between a receipt document and a receipt takeup card, the receipt takeup card is placed in what file?
1. Stock control history file
 2. Receipt takeup card file
 3. Service file
 4. Update file
- 6-71. Mandatory turn-in repairable control cards are required to accomplish which of the following goals?
1. Ensure the turn in of repairable items
 2. Maintain separate cost accounting on MTR items
 3. Expedite followup procedures with ashore supply activities
 4. To maintain a track record for maintenance action completed on MTR's
- 6-72. Who is responsible for monitoring MTR items and preparing documents to turn in to ashore supply activities?
- 1 Stock control division
 2. Receipt control division
 3. Supply support center
 4. System coordinator
- 6-73. A complete history of transactions affecting stock or financial records is provided by what files?
1. Master record files
 2. Requisition record files
 3. Manual files
 4. Output files
- 6-74. What listing/ledger provides an audit trail for reconstructing actions that have taken place in the past?
1. Master locator listing
 2. Suspended transaction listing
 3. Information listing
 4. Transaction ledger
- 6-75. Transactions appearing on the transaction error listing must be corrected for re-input into the computer for which of the following reasons?
1. Transactions appearing on the listing are not recorded in the transaction ledger
 2. The computer does not maintain a record of these transactions
 3. Both 1 and 2 above
 4. The transaction error listing is an important part of the ship's audit trail